



70TH INTELLIGENCE WING

Supplement 1

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Communications and Information

AIR FORCE PRIVACY ACT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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AFI 33-332, 8 November 2000, is supplemented as follows. It applies to all 70th Intelligence Wing (70 IW) staff offices and subordinate units who collect, safeguard, maintain, use, access, amend, and disseminate personal data kept in systems of records to comply with the Air Force Privacy Act Program. This supplement does not apply to 70 IW-gained Air National Guard (ANG) or Air Force Reserve Command (AFRC) members or units.

1.4.6.1. Ensure Privacy Act (PA) training for monitors and system managers is properly documented.

1.4.6.8. (Added) Send an appointment letter with name, office symbol, email address, and phone number to 70 IW/SCM-PA.

1.4.6.9. (Added) The PA Officer will ensure the Privacy Act System of Records Package is reviewed annually and updated as needed.

1.4.6.10. (Added) Group PA Officers must ensure when receiving PA request to log it in the tracking log and process the request in accordance with AFI 33-332.

1.4.7.9. (Added) System Managers (SMs) will ensure the Privacy Act System of Records Package is reviewed annually and updated as needed.

1.4.7.10. (Added) SMs will ensure PA training for the all unit personnel is conducted annually and documented consistently.

1.4.8.5. (Added) PA Monitors will ensure the Privacy Act System of Records Package, if applicable are reviewed annually and updated as needed.

1.4.8.6. (Added) Send an appointment letter with name, office symbol, email address, and phone number to your PA Officer.

1.4.8.7. (Added) PA Monitors will assist SMs in training personnel.

6.5. (Added) A PA tracking log must be created.

6.5.1. (Added) The PA tracking log should consist of a tracking number and year (01-2002), date received, date forwarded, OPR and a brief statement about the PA request.

6.5.2. (Added) The Privacy Act System of Records Package must consist of at a minimum an appointment letter, system name, system identifier and training completion.

10.1. PA Officers will train monitors and SMs within 60 workdays of appointment. Ensure training documentation and tracking is being maintained.

10.2.2.3. (Added) PA Officers must ensure all unit personnel receive annual PA training. Refresher training will be conducted as needed. Documentation will be consistent and readily available upon request.

10.3. (Added) Frequently review HQ ACC/ SCX, HQ AIA/DOQI and 70 IW/SCM PA Web Pages to stay current on issues.

10.4. (Added) PA Officer, PA Monitors, and SMs must ensure that access to current HQ ACC, HQ AIA and 70 IW Privacy Act instructions, supplements, training materials and checklists are readily available.

11.1. Compile and submit an annual PA report to the 70 IW/SCM, using the report guidelines in chapter 11, paragraph 11.1 in AFI 33-332. Submit annual PA reports to 70 IW/SCM by 5 September covering the previous calendar year. The wing PA Officer will compile all reports and forward to HQ AIA/DOQI. All PA reports must be maintained in accordance with AFMAN 37-139.

Abbreviations and Acronyms

SM—System Managers

JAMES O. POSS, Colonel, USAF
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